

CHAPTER 2

CHANGES

A. PROPOSED CHANGES

1. Activities proposing to change this Supplement will forward the request to their focal point as designated in chapter 1.

2. If the focal point concurs with the proposed change, the representative will, depending on the nature of the **change**, forward changes to DAASC or the MILSBILLS Administrator. Changes affecting the codes listed in the A, B, or D series appendices will be forwarded to the DAASC. All other changes will be forwarded to the DoD **MILSBILLS** Administrator.

3. The DoD MILSBILLS Administrator will normally publish all change requests to this Supplement without staffing. However, when a standard procedure or policy is potentially involved, the change will require formal staffing as prescribed by reference (c) **and, therefore**, the following minimum information must accompany the change:

a. A narrative description of the basic concept underlying the proposed change.

b. A narrative description of the rationale for the proposed change.

c. Known or potential interface with or impact on other DLSS or non-DLSS logistics or financial system.

d. Operational statement identifying known or potential advantages and disadvantages resulting from the proposed revision.

e. Proposed wording changes for the Supplement and other affected DoD publications.

4. Changes to the A series **appendices**, forwarded to the DAASC, which will add fund symbols for accounts not listed in the **C** series appendices will be reported to the DoD **MILSBILLS** Administrator and will include the number of years the fund account is available for obligation

before the 15th of the month preceeding the desired effective month. The DAASC will not hold or warehouse changes, therefore, requested effective dates are understood to mean "no later than." For example, changes received on 11 Jan. will be effective on 1 Feb., even if the requested date were 1 Mar. Changes received on 18 Jan. will be effective 1 Mar., even if the requested effective date were 1 Feb.

2. Other changes; that is, changes requiring staffing, will be effective as determined by the DoD MILSBILLS Administrator or the staffing process, as appropriate.

D. PUBLICATION OF CHANGES

1. Formal changes to Supplement 1 will be published as needed. Formal changes will be numbered consecutively and, with the exception of code changes; that is, changes to A, B, and D **appendices**, will be issued as page replacements. Current changes will be indicated by marginal lines. Changes affecting the codes identified in A, B, and D series appendices will be published on a cumulative basis. Current changes to codes will be identified by marginal asterisks.

2. Interim changes for other than appendix A, B, or D code changes will be published only for changes which are needed to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change **3** will be numbered "IC 3-2." The MILSBILLS Administrator will forward interim changes to Service or Agency MILSBILLS Focal Point representatives.

3. Interim changes for appendices A, B, and D code changes will be published by DAASC each month, including those months when there are no changes. These changes will be numbered by use of the calendar year and the month the change is effective. For example, the second (February) interim change in 1994 to the Supplement will be identified as "9402."